


* Saving a Word Document to Google Drive from a computer

Step 1 - log in to Google!


Step 2 - Go to  and select Google Drive.

Upload files and folders

If you have important files that you want to be able to access anywhere and anytime you sign in (including images and videos), you can upload them to Google Drive. To save time, upload a folder which will keep the original folder structure and upload all of the individual files within it.

Upload files

There are two ways to upload files to Google Drive:

- **Drag-and-drop files.** If you're using the latest versions of Chrome or Firefox, you can simply drag-and-drop files directly from your computer into Google Drive. You can even drag-and-drop files directly into folders or sub-folders.
- **Upload files using Google Drive.** Follow the steps below to select files to upload to Google Drive.
 1. Open drive.google.com
 2. On the left, click **New** and select **Upload Files...** from the drop-down menu.
 - Don't see **New**? You may be using the old version of Drive. Try clicking the upload icon  and select **Files...** from the menu.
 3. Select the file you'd like to upload. To select multiple files, press **Shift** or **Ctrl(PC)/Command(Mac)** and click all the files to upload.
 4. You'll see a box that shows the progress of your file upload. Click on the file name to open the file or close the box by clicking the **X** in the upper right corner.